



FACTSHEET
ENGLISH LANGUAGE



CONTINIA
**DOCUMENT
CAPTURE**



FEATURES

DATA CAPTURE

- > **Local and remote-based scanning of purchase invoices directly into Microsoft Dynamics NAV.**
- > **Automatically download and registration of PDF documents without any user involvement.**
- > **Use of the award-winning OCR technology from ABBYY FineReader provides unique character recognition regardless of language or dialect.**
- > **Treatment of amounts exclusive VAT.**
- > **Match of purchase orders – including the option for automatic approval of purchase orders if the allowable deviation amount is not exceeded.**
- > **Accountant and approvers can enter account number and dimensions at line level.**

ARCHIVE

- > **Locked PDF documents can also OCR processed.**
- > **Automatic recognition of registered suppliers.**
- > **Wherever you are in Microsoft Dynamics NAV, you always have the option to open the original document.**
- > **Documents are indexed based on data from the original document or subsequent added account items or dimensions.**
- > **Full-text search on all data from the original document directly from Microsoft Dynamics NAV.**

APPROVAL AND INVOICE MANAGEMENT

- > **Approval Flow through the NAV client or a web browser.**
- > **Approver can be determined from vendor dimension or procurement amount.**
- > **A long series of checks: Amounts of VAT, payment terms etc..**
- > **Automatic pre-registration.**
- > **Special analysis of invoices TDC (Danish telephone company)**

OTHER DOCUMENT TYPES

- > **Ability to setup a long range of customizable document types.**
- > **Attach annex to the financial documents such as purchase invoice, sales invoice or deliveries.**

Tight integration to the purchase module in Microsoft Dynamics NAV makes it possible to scan invoices when you receive them, where each line can be captured and recorded in relation to existing purchase order. After this approvers receive an e-mail when an invoice requires their attention, and the invoice can be approved either directly in Microsoft Dynamics NAV or online via a web browser. At the same time Continia Document Capture ensures that the purchasing department has a complete overview of the entire approval process.

Apart from purchase invoices, Continia Document Capture can handle all other types of documents, such as distribution agreements, order confirmations, contracts, certificates and letter correspondences.

Scanning documents

Do you receive documents in multiple physical locations? With Continia Document Capture, you can quickly scan and share documents across the organization. Scanning the

Click & Capture

Document Category: PURCHASE State Filter: Open

No.	OK	Source No.	Name	Template No.
D000001	<input checked="" type="checkbox"/>	40000	Lewis Home Furniture	T000001
D000002	<input checked="" type="checkbox"/>	30000	CoolWood Technologies	T000002
D000003	<input checked="" type="checkbox"/>	61000	Electronics Ltd.	T000003

Document Header

Field	Value	OK
Invoice No.	44444444	<input checked="" type="checkbox"/>
Invoice Date	17/04/10	<input checked="" type="checkbox"/>
Due Date	31/05/10	<input checked="" type="checkbox"/>
Our Contact	Richard Lum	<input checked="" type="checkbox"/>
Our Order No.	1001	<input checked="" type="checkbox"/>
Currency Code	NZD	<input checked="" type="checkbox"/>
Amount Excl. GST	4,500.00	<input checked="" type="checkbox"/>
Zero Rated Amount		<input checked="" type="checkbox"/>
GST Amount	562.50	<input checked="" type="checkbox"/>
Amount Incl. GST	5,062.50	<input checked="" type="checkbox"/>
Posting Description		<input checked="" type="checkbox"/>
Invoice() / Cr. Memo()	I	<input checked="" type="checkbox"/>

Document

CRONUS New Zealand Ltd.
Level 9
7-9 Fanshawe Street

Attention: Mr. Richard Lum

Lewis Home Furniture
51 Hall Avenue
8026 Alcoburn
GST No. 19-754-859

Invoice No.	Your Order No.	Attention	Doc. Date	Due Date
44444444	1001	Mr. Richard Lum	17-04-2010	31-05-2010

Inspection and reporting fee regarding Xiang Ltd. NZD 4,500.00

GST Exempt	Sub Total	GST	GST Amount	Currency	Total Amount
0.00	4,500.00	12.5%	562.50	NZD	5,062.50

Payment Terms: 7 days - payment due by May 31, 2010

Page 1 (1 pages in total) 50%

Special Click & Capture functionality means that when you select a field in Microsoft Dynamics NAV, the area where the value is retrieved, is highlighted in the scanned document.

Scanning PDFs

It is becoming more common to receive purchase invoices and other document types into the PDF format. With Continia Document Capture, you can register documents for further processing directly from Microsoft Dynamics NAV by forwarding to a pre-defined email address or folder on a file server. Uniquely Continia Document Capture is also able to OCR process locked PDF documents that previously had to be printed out and scanned again.

OCR technology

For Continia Document Capture, we use the award-winning OCR technology from ABBYY FineReader, which ensures unique accuracy in character and data recognition. Barcodes are automatically detected and more than 180 languages and dialects are supported.

documents occurs where the documents are received and then transferred automatically to Microsoft Dynamics NAV. Scanning can be performed on your company's existing multi-function machines or you can invest in specific document scanners to handle larger quantities of paper documents. It is possible

to scan to network or directly from Microsoft Dynamics NAV.

Continia Document Capture is working independent of the scanner hardware you choose. However, detection rates vary depending on the quality of the scanning.

Approving purchase invoices

Actions: Post, Post and Print, Copy Document, Release, Show PDF File, Statistics, **Approve**, Reject

General

No.: 1004 Posting Date: 17-04-2010
 Buy-from Vendor No.: 40000 Document Date: 17-04-2010
 Buy-from Contact No.: CT000069 Vendor Invoice No.: 4444444
 Buy-from Vendor Name: Lewis Home Furni... Order Address Code:
 Buy-from City: Alicetown Assigned User ID:
 Buy-from County: Approval Entries: 1
 Buy-from County/Country Code: NZ Status: Pending Approv...

Type	No.	Description	Quantity	Direct Unit Cost Excl...	Line Amount Excl. VAT	Line Discou...
G/L Acco...	8210	Office Supplies	1	4,500,00	4,500,00	

Document

CRONUS New Ze...
 Level 3
 7-9 Fanshawe Stre
 Attention: Mr. Rich
 Invoice No. 44444444
 Inspection and re

Approver can approve, reject, or delegate approval of the invoice.

After approval status will be changed to released, which means it is ready for posting.

Document Analysis

The Analysis engine within Continia Document Capture allows you to record fields and values from the documents, which are based on pre-defined templates and labels. This means, among other things, that Continia Document Capture automatically recognize previously scanned suppliers, document types, and so on. You can optimize the templates to include specific validation rules and formatting requirements that ensure that registered information is in accordance with rules and standards within your Microsoft Dynamics NAV system.

Purchase invoices and approval

By using the authentication functionality that is already inside the Microsoft Dynamics NAV, approvers will receive an e-mail when an invoice requiring their attention - and the system will wait for their approval before the invoice is approved for posting and payment. Approval is handled directly within Microsoft Dynamics NAV, or online via a web browser.

Other types of documents

It is not only purchase invoices, you may trust to Continia Document Capture. Through templates you are able to customize the document types your company works with, and you can handle all types of

documents, such as distribution agreements, order confirmations, contracts, certificates and letter correspondences. For each document type, you can create rules for what information you want to capture and how it should be recorded.

Everyone are able to approve invoices

Document Capture HJ | CRONUS Danmark A/S MASTER | English Historical Documents Log Off Change Password

Invoice 1002

[PDF: Zoom](#) | [Download](#)

[Go to list](#) | [Approve \(MR\)](#) | [Reject](#) | [Delegate](#)

Elektronik til a/s
Fredericiavej 22
2970 Hørsholm
Danmark

Vendor Document No. 77777	Invoice Date 14-04-10	Due Date 21-04-10
Purchaser HJ	Område	Forretningsgruppe
Currency Code DKK	Amount Excl. VAT 5,761.00	Amount Incl. VAT 7,201.25

Last Comment Added 07-10-11 9:05 AM
Henrik Jensen: As agreed. Perfect.

CRONUS Danmark A/S
Ringen 5
9800 Nugalby
Attention: Henrik Jensen

Elektronik til a/s
Fredericiavej 22
2970 Hørsholm
København - 00500000
CVR-nr. 99999999

FAKTURA 77777

Bilagdato: 14-04-10
Betalingsdato: 21-04-10

Nummer	Beskrivelse	Antal	Pris	Beløb
IPAD	IPad 64GB	1	4.623,00	4.623,00
MOUSE	Apple mus	1	339,00	339,00
HEADSET	Apple Bluetooth headset	1	799,00	799,00

BELØB EKSKL. MOMS: 5.761,00
 MOMS 25%: 1.440,25
 BELØB INKL. MOMS: 7.201,25

Ud over kommentaren vil alle ordretikler og undertekst blive automatisk overført til regnskabsføreren

Posting Lines

TYPE	NO.	VAT	DESCRIPTION	JOB NO.	JOB TASK NO.	PROJEKT	QUANTITY	PRICE	AMOUNT
Item	80001	MOMS	iPad 64GB	SV. H.	1120	MERC	1	4.623,00	4.623,00
Item	80002	MOMS	Apple mus	SV. H.	1120	TOYO	1	339,00	339,00
Item	80003	MOMS	Apple bluetooth	SV. H.	1120	VW: V	1	799,00	799,00
			Betalings-id:						
			+71<0000120700						

[Add Line](#)

AMOUNT EXCL. VAT (DKK)	5,761.00
VAT AMOUNT (DKK)	1,440.25
AMOUNT INCL. VAT (DKK)	7,201.25

Comments

Add your comment

[Save my comment](#)

Previous comments

TIME	USER	COMMENT
07-10-11 9:05 AM	Henrik Jensen	As agreed. Perfect.

Not only Microsoft Dynamics NAV users are allowed to approve invoices. Other colleagues are able to comment, approve, reject, delegate to another colleague or add on account number or other dimensions at each line.

All this is handled through your web browser.

During approval process involved persons are able to see a copy of the original document on their screen and can approve, reject, or involve other people in the purchase invoice.

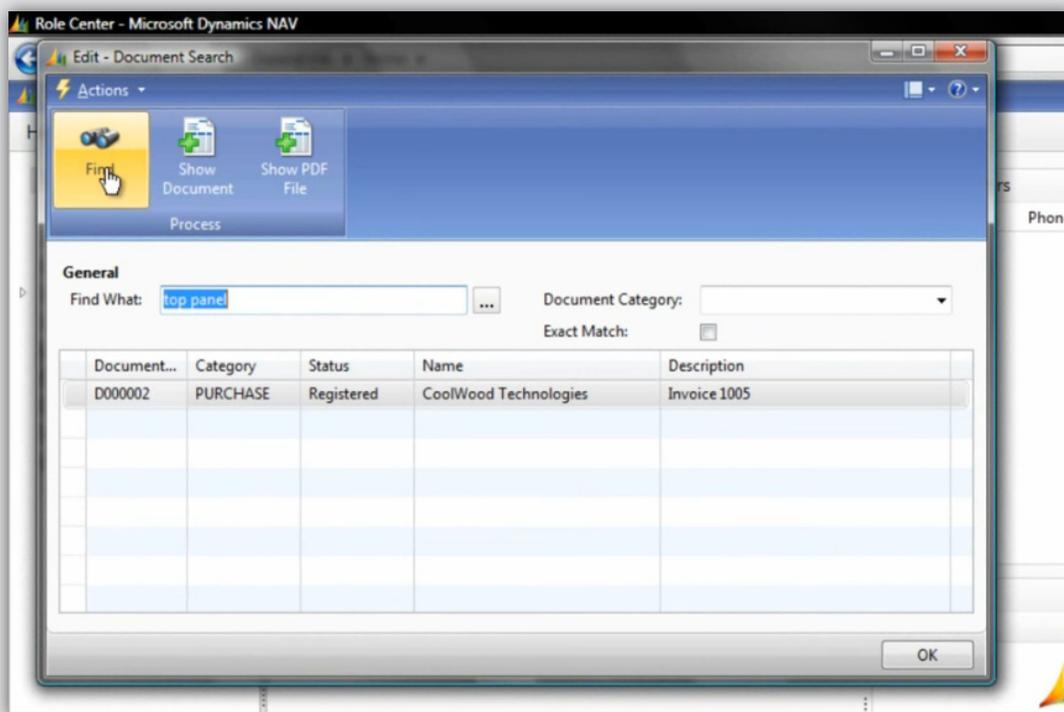
Continia Document Capture ensures that the purchasing department has an overview of the entire process and is provided with the right tools available to easily and effectively manage the entire process.

Using purchase orders provides Continia Document Capture for manual or automatic matching of invoices. Purchase invoices can also automatically be approved if the intent deviation amount is not exceeded.

Digital Archive

All documents are stored electronically in a PDF/A format that easily can be accessed through Microsoft Dynamics NAV. If the document is registered under the given account number, case or another dimension, it is possible to open the original document here.

Your new digital archive



Your new digital archive makes it easy to see the original invoice - also in PDF format. You can search after text in all kinds of documents. From text search results you can get direct access to the registered document.

You can also search all the data from the original document and immediately see it on the screen directly from the search result. This is because all data is still attached and made searchable in relation to the archived document - and not only the data recorded in Microsoft Dynamics NAV fields. It gives a unique possibility to search, for example in vendor-specific data - and you therefore have a complete electronic archive with direct and instant access to documents.

How to buy

End User: Continia add-on products are sold exclusively through Microsoft Partners. If you want to buy our products or require further information please contact your Microsoft Dynamics Partner.

Microsoft Partners: Continia Software offers add-on products within Microsoft Dynamics AX, NAV, and C5 through Microsoft Partners. Our products are available and accessible to all Microsoft Partners. To get started please register at Continia PartnerZone.



Contact us!

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